

ATTACHMENT 1

STATEMENT OF WORK

**STATEMENT OF WORK**  
**Environmental Services Assistance Team (ESAT)**

1. **SCOPE** The purpose of this procurement is to provide technical, analytical and quality assurance (QA) support primarily to the U.S. Environmental Protection Agency (EPA) Superfund Program, other EPA programs, federal and state agencies, and tribal organizations. This contract requires the contractor to perform work in the following task areas:

Task Area I - Analytical Support

Task Area II - Data Review

Task Area III - Analytical Logistical Support

Task Area IV - Quality Assurance/Quality Control (QA/QC) Support

Task Area V - Other Task-Related Activities

In performing this requirement, the contractor will be providing technical, analytical, and quality assurance support to the Office of Solid Waste and Emergency Response's Office of Emergency and Remedial Response to assist with meeting the requirements and objectives of the following laws: The Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§ 9601 et seq. (1980); The Clean Water Act, 33 U.S.C. §§ 121 et seq. (1977); The Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901 et seq. (1976); The Safe Drinking Water Act, 42 U.S.C. §§ 300f et seq. (1974); and the Clean Air Act, 42 U.S.C. §§ 7401 et seq. (1970). This support is also necessary to implement the National Oil and Hazardous Substances Pollution Contingency Plan (the NCP), 40 C.F.R. Part 300.

The Contracting Officer will issue task orders for all work required under this contract in accordance with the terms and conditions of the contract. The contractor shall submit all work products in draft for review and approval by appropriate Government personnel prior to preparation and issuance in final, in accordance with the terms and conditions of the contract. The Government will make all final determinations and decisions after a critical and close review of the contractor's work product and reasons/basis for the contractor's recommendations. The contractor shall not represent itself as EPA to outside parties. To maintain public trust, contractor employees shall identify themselves as agency contractors, at the onset of any communications with outside parties.

2. **BACKGROUND** At the present time, the Superfund Program relies on the EPA Contract Laboratory Program (CLP) to perform the majority of routine analytical services (RAS), and the Regional EPA Laboratories including the Environmental Services Assistance Team (ESAT) to provide special analytical services (SAS) in support of Agency hazardous waste site projects. The CLP, as administered by the Office of Emergency and Remedial Response

(OERR), Analytical Operations/Data Quality Center (AOC), is a network of commercial laboratories working under fixed-price contracts with the EPA to perform Routine Sample Analyses using standardized analytical methods, quality assurance/quality control procedures, electronic data reporting formats, and electronic data assessment packages.

Because of the need for specialized non-routine analytical services, and the emphasis on quality assurance and quality control (QA/QC), the government is seeking to more fully utilize available resources within Regional facilities by utilizing an Environmental Services Assistance Team to perform analytical, analytical-related, quality assurance and other analytical support functions at the EPA laboratory facilities.

### **3. TASK DESCRIPTIONS**

This section describes the primary task areas within the contract SOW. The government may order work by the team within any of these task areas at any time during the contract performance period with completion required as specified in written task orders (TOs) or technical direction forms (TDFs).

EPA will make available to the contractor all applicable analytical methods, standard operating procedures (SOPs) and work rules, either in hard copy or electronic format. It is the contractor's responsibility to be familiar with all applicable analytical methodologies, SOPs, QA/QC requirements, and EPA laboratory work rules prior to performing any work.

Samples analyzed and/or collected include solids, water, waste water, liquids, soil, sediments, air, wastes, Dense Non-Aqueous Phase Liquids (DNAPL), Non-Aqueous Phase Liquids (NAPL), leachates, and biota matrices. Samples may be from known or suspected hazardous waste sites and may potentially contain hazardous materials at high concentrations. The contractor shall be aware of the potential hazards associated with the handling and analyses of such samples.

### **TASK AREA I: ANALYTICAL SUPPORT**

The contractor shall provide analytical chemistry, biological, field sampling and analytical support to EPA at the Agency's regional laboratory facilities and at specified field locations using mobile laboratory(ies) and/or field based analytical methods.

#### **A. Laboratory Sample Analyses:**

The contractor shall analyze environmental samples consisting of a wide variety of media for organic and inorganic chemical contaminants including, but not limited to, pesticides/PCBs, volatiles, and semivolatile organic compounds; cyanide, metals, nutrients, and other inorganic analytes; and air contaminants. Sample analyses shall include qualitative and/or quantitative analysis, as well as sample preparation, extraction, digestion, distillation, measurement, data reduction and reporting, as applicable.

Specifically the contractor shall:

- Analyze environmental samples for organic chemical compounds employing gas chromatography (GC), gas chromatography/mass spectrometry (GC/MS), gas chromatography/high resolution mass spectrometry (GC/HRMS), high pressure liquid chromatography (HPLC), and other techniques. This may include the performance of quantitative and qualitative analysis of tetra through octa dibenzodioxins and dibenzofurans, employing selected ion monitoring (SIM) GC/MS, and other techniques;
- Analyze environmental samples for inorganic chemical elements/compounds employing inductively coupled plasma-atomic emission spectroscopy (ICP/AES) and inductively coupled plasma-mass spectrometry (ICP/MS); flame atomic absorption (AA), graphite furnace (GFAA), and cold vapor AA spectroscopy, ion chromatography, and other wet or physical/chemical techniques;
- Maintain log books and worksheets in accordance with good laboratory practices and Regional policies, and complete all documents and records as required by the analytical methods and SOPs. The contractor shall archive samples, extracts and data in accordance with regional SOPs, various regulated, approved, and/or established methods (e.g., EPA, ASTM), and policies as directed in individual task orders. All electronic data shall be generated and archived in accordance with the protocols outlined by the Agency and each Region as well as any future revisions;
- Manage and track the progress of completion of each analytical project in accordance with regional SOPs and directions contained in the TOs;
- Analyze performance evaluation and other QA-related samples; evaluate instrumentation, scientific software, and methodologies; prepare analytical standards; review, prepare or revise analytical SOPs;
- Track number of samples provided per month.

## **B. Biological Support:**

The contractor shall perform biological testing on hazardous waste, soil, sediments and other media, employing aquatic and sediment toxicity, bioaccumulation, seed germination, microbial, viral and other biological tests. The contractor shall also conduct biological sampling and perform biological assessments, e.g. biodiversity studies, bioaccumulation studies, biological toxicity testing, specimen preparation and examinations, biological and ecological risk assessments, viral assessments and Microtox testing. Biological assessments may be performed at fixed or mobile facilities. Accordingly, the contractor shall:

- Collect the media and/or organisms for examination and testing. This may require electrofishing for the collection of fish and other techniques for the collection of specimens in support of ecological risk assessments;
- Develop and implement a site work plan detailing required field activities, including sample collection and testing, test organism identification and examination, sample preparation and packaging, chain-of custody requirements, and decontamination procedures;
- Evaluate chemical parameters such as chemical concentrations in various media, total organic carbon, acid volatile sulfides/simultaneously extracted metals, and grain size to better assess results of the toxicity tests and potential for ecological risk. The data required to be evaluated shall be derived from samples obtained in sampling performed under this task or that are split for chemical analysis;
- Perform activities necessary for the culturing and maintenance of biological test organisms to assure an adequate, viable supply of the organisms for biological/microbiological/viral testing at the EPA regional laboratories. The contractor shall obtain new test organisms in order to maintain existing laboratory cultures;
- Perform culturing activities in accordance with established, approved, or regulated methodologies and laboratory SOPs specified in TOs or through TDFs;
- Prepare forms and maintain a laboratory log book for all recordings including QA/QC documentation required by the SOPs;
- Perform routine maintenance and daily calibration of laboratory instruments;
- Perform acute and chronic reference toxicity tests to assure quality test organisms for site specific toxicity testing;
- Repeat any biological tests that do not meet the designated test acceptability requirements set forth in the established, approved, or regulated methodologies and SOPs. If any

modifications to the SOPs are required, the contractor shall revise the SOPs and submit the proposed revisions to the contracting officer (CO) for approval.

### **C. Field Analytical Support:**

The contractor shall provide staff to maintain and/or operate one or more mobile analytical laboratories meeting stated government specifications for designated Regions. The mobile laboratory(ies) are detailed to sites throughout each specific Region, as needed to provide Field Analytical Support Program (FASP) activities. FASP analyses usually require quick turn around, may be performed at designated on-site field locations in the mobile laboratory using stationary analytical instrumentation, or using portable and/or hand-held chemical or physical testing instruments, or at the Regional laboratory.

The contractor shall perform field chemical and physical analyses using portable (e.g., immunoassay test kits, X-ray fluorescence, GC/PID, ion probes) and mobile (transportable) instruments (e.g. GCs, GC/MS, ICP/AES, AA, GFAA, Mercury analyzers, pH meter). The contractor shall design and implement analytical plans that will meet the data quality objectives (DQOs) for a specific field analytical project. The contractor shall provide written recommendations for implementation of the analytical plans designed. The contractor shall perform analytical activities, such as sample preparation, extraction/digestion, clean-up, instrument data acquisition, data verification, electronic data transfers, QC evaluation, and reporting. Specifically, the contractor shall:

- Collect samples and perform other ancillary tasks (e.g. sample preparation, packaging, shipment, transport and documentation preparation) where ESAT is providing support under this or other task areas. The contractor may be required to operate specialized field equipment, (e.g. the Geoprobe; EPA-owned drill rigs, boats, and Global Positioning Systems (GPS); air sampling, monitoring and analysis equipment; and purging pumps used at monitoring wells);
- Mobilize and demobilize equipment for field use, drive the mobile laboratory to and from field sites, set up and obtain utilities and supplies for vehicles, perform routine maintenance and emergency repair of equipment, and general upkeep of all assigned equipment and vehicles. In addition, the contractor shall perform equipment decontamination and glassware cleaning and preparation necessary for the field operation;
- Develop and implement a site work plan detailing required field activities, including sample collection and analysis, sample preparation and packaging, chain-of custody requirements, and decontamination procedures;

- Provide field sampling support that includes:
  1. QA/QC sampling and studies at Superfund sites, as well as other sites where EPA is authorized to perform field activities; and/or
  2. Sampling associated with field analyses; and/or
  3. Sampling and field analysis as described in Section C above; and/or
  4. Sampling associated with biological testing and assessment support specified above.

#### **D. Field Warehouse Operations Support:**

The contractor shall perform the following activities required for the operation of the field warehouse:

- Receive and log requests for field equipment. Requests shall come from EPA personnel, contractors, and other official users. Prepare equipment request forms; acquire EPA approval to release the equipment; define operational conflicts; supply all necessary paper work and operating instructions; and prepare equipment for pick-up, shipment, or delivery. Clean and return ice chests to the appropriate locations or originators. Keep the equipment storage room and field warehouse area neat and orderly in accordance with appropriate approved SOPs. Inform the task order project officer (TOPO) when expendable supplies have reached the minimum stock levels defined by the TO and require replacement.
- Receive and log-in returned equipment. Evaluate returned items for cleanliness and operational defects. Clean and restock the returned items in accordance with SOPs.
- Maintain/update field equipment usage and readiness records. Equipment usage and status shall be tracked by completing calibration records, log books, equipment check-out forms, and updating databases at a minimum.
- Maintain an Equipment Readiness Schedule which would require periodic calibration and other checks to assure that field equipment is kept in a "ready state" for use. Where equipment is found to be non-functional, the contractor shall appropriately label the equipment and notify the TOPO. The Contractor shall prepare any equipment in need of repair for shipment.
- Prepare SOPs for completing equipment readiness and calibration procedures for use by

ESAT personnel as approved by EPA.

- Maintain and update SOPs for each unit or type of equipment.
- Maintain manuals, instructions, and other documents in support of field equipment. This shall include assuring that all applicable supporting documentation is available for the field equipment.

### **E. Laboratory Support Functions:**

The contractor shall perform the following laboratory support functions:

- Routine analytical laboratory instrumentation and/or equipment (including associated computers) set up, preparation, testing, and maintenance activities. This shall also include performing routine maintenance tasks required for proper operation of analytical equipment as described in the instrument operational manual. Instrumentation includes GCs, GC/MS, HPLC, ICP/AES, ICP/MS, GFAA, AA flame, IC, auto-analyzers (e.g., LACHAT, Technicon), pH meters, balances, filtration apparatus, distillation equipment, continuous liquid-liquid extractors, or any other instrumentation which is assigned to ESAT to perform analysis on a routine basis. Such instrumentation shall be identified on a regional basis;
- Set up and maintenance activities necessary to perform the analysis of assigned samples;
- Laboratory glassware washing in accordance with rigid, regional QA/QC requirements specified in TOs and referenced SOPs. The contractor shall complete all washing, drying and preparation activities and place clean glassware in the designated storage areas within time frames that assure an adequate inventory of clean glassware. Glassware cleaning, washing, and soaking procedures may require the handling and/or use of concentrated and/or diluted acids (e.g., hydrochloric acid, sulfuric acid) or bases (e.g., sodium hydroxide, hydrogen peroxide). The use and operation of commercial dishwashers and hot-air ovens may be required;
- General clean up activities including bench tops; instrument tops; and fume hood cleaning to assure that all glassware washing areas, and other areas where the contractor performs work, are maintained in a clean and orderly manner;
- Sample custodial duties, such as:
  1. Accept and log in environmental samples arriving at the regional laboratory.
  2. Enter sample information into an electronic and hardcopy Laboratory



Information Management System (LIMS) and generate sample tracking sheets for distribution to analyst in accordance with TO instructions and SOPs.

3. Consolidate electronic and hardcopy analytical data, for each analytical batch analyzed, into a single electronic and/or hardcopy file.
  4. Maintain, update, and track analytical batches scheduled for analyses.
- Perform support activities relating to the disposal of environmental samples in accordance with the sample disposition and disposal SOPs. These activities include the storage of analyzed samples in the appropriate refrigerators, tracking of samples due for disposal, obtaining the reports/results of the analyses for the samples to be disposed, review results to determine type of waste and the appropriate mechanism for disposal, physical transfer of used samples and waste generated by the preparation and analyses of samples to the appropriate containers, completing the information on the sample disposal sheets after sign-off, and notification to the designated EPA personnel that samples are ready for disposal;
  - File reports and project folders received from laboratory chemists in the location designated by the TOPO. The contractor shall archive project folders and retrieve files, as necessary;
  - Develop and maintain analytical methods and procedures, including laboratory SOPs. The contractor may be required to develop SOPs for new analytical methods, analytes, or matrices, as well as review, evaluate, and revise existing SOPs.
  - Perform the following technical support functions:
    1. Testing and evaluation of instrumentation, related software, and analytical procedures and methodologies. The contractor may be required to verify acceptable performance of analytical methods and instrumentation and the adequacy of QA/QC procedures;
    2. In a case where existing Government approved test methods cannot be employed in the analysis of a sample, the Contractor shall prepare a testing plan for the approval of the Government. In performing the analysis, the Contractor shall not deviate from the approved plan without the express consent of the Government. Following the successful completion of the non-routine analysis, the contractor shall deliver a report describing the actual processes used. The report shall discuss the viability of these procedures for performing similar analyses in the future and provide alternative procedures that might be employed taking into account such factors as timeliness, cost, and effectiveness;

3. Analysis of performance evaluation and other QA-related samples in accordance with SOPs; respond to on-site audits.
4. Preparation and shipment of QA/QC samples;
5. Performance of safety related laboratory support tasks, such as checking of bench hood air flow, laboratory eye washes, safety showers and other safety equipment and requirements in accordance with federal, state, and local health and safety requirements.
6. Performance of environmental compliance and pollution prevention tasks in accordance with federal, state, and local requirements (e.g. chemical inventory, solvent recycling, collection and preparation of laboratory generated waste for disposal).

**F: Deliverables:**

The contractor shall submit the data obtained in performing the activities under this task area, reports necessary to present the data, and other required documents and reports, applicable to the specific task. The deliverables shall be submitted in the format and time frames specified in the TOs and referenced SOPs, for the specific activity.

Deliverables for sample analytical tasks shall include a complete data package with appropriate electronic files which includes any or all analytical and QC documentation as defined by the TO and/or SOP. Revisions to the final data package will be requested through a TDF. The contractor shall make the required changes and resubmit the data package in accordance with the TO/TDF.

Deliverables for other laboratory support functions shall include a report of results with supporting data, draft SOPs and/or analytical methodologies, and/or completed data forms and logs, as applicable to the specific tasks and as detailed in the TOs.

Deliverables for field analytical support and field biological support shall include a site work plan or other documentation of readiness, submitted prior to the initiation of any field activities, as required in the TO. Upon completion, the contractor shall submit a complete data package which includes any or all analytical and QC documentation, including related forms; a site report, detailing the work performed; field notes; and other necessary documentation, in accordance with the TOs and referenced SOPs.

Deliverables for laboratory biological activities shall include a complete report of results with supporting data, in accordance with TOs, referenced methods, and referenced SOPs.

The Agency may periodically request the submission of electronic storage media (e.g., GC, GC/MS) from the contractor for a specific case or period of time in order to accomplish electronic media or data tape audits.

## **TASK AREA II: DATA REVIEW**

The contractor shall perform technical review of organic, inorganic, dioxin, and other analytical data to assess data quality and completeness.

### **A. Data Validation:**

The contractor shall perform data review activities required to validate data from the following sources: CLP, regional laboratory contracts, EPA regional laboratory, potentially responsible parties (PRPs), EPA field contractors, and other sources. This shall include data review for the regional data validation oversight program. The contractor shall not conduct data validation of its own data generated under this contract or from any other of the contractor's own analytical laboratories or subsidiaries.

The contractor shall provide a quality assurance data review of data packages and electronic deliverables (e.g., diskettes, CD-ROM) using the following documents and requirements:

- CLP, Regional data review SOPs, and national and regional Data Validation Functional Guidelines /Guidance (e.g. may include dioxins and explosives);
- Standard CLP Routine Analytical Services (RAS) contract protocols and performance requirements;
- Streamlined or tiered data validation protocols provided by the Agency;
- Individual regional contract laboratory protocols and performance requirements;
- Regional sampling/project plans;
- Regional performance evaluation (PE) program guidance;
- Task order requirements.

The contractor shall examine the package to determine if required data and documentation are present. If information is missing, the contractor shall immediately notify the TOPO, through an interim deliverable listing the information required to complete the data validation.

**B: Electronic Data Review/Validation:**

The contractor shall perform electronic validation of deliverables (e.g., diskettes, CD ROM) or data packages using/resulting from electronic validation assessment software provided by the EPA, in accordance with the regional SOPs, TO and/or software documentation. The contractor shall follow the procedures described in the software program and SOPs to validate data electronically on organic/inorganic data packages designated for electronic assessment/validation.

Upon completion of an electronic validation, the contractor shall submit the required data validation report (electronic or hard copy) to the TOPO within the time frames specified in TOs. When revisions or corrections are required, data packages will be returned to the contractor with written directions indicating the necessary revisions/corrections in accordance with a TDF. The contractor shall make the necessary revisions/corrections and re-submit the data validation report to the TOPO. The contractor shall update an electronic tracking system if required under the task order. The contractor shall transfer electronic data as specified in the TO.

**C: Collection and Tabulation of Data:**

The contractor shall produce reports summarizing statistical information concerning data reviews. Typical statistical information covered by such reports shall include numbers of samples for which data were rejected or estimated and numbers of rejections/estimations by fraction (volatiles, semivolatiles, Pesticide/PCBs, dioxins, metals, cyanide, or other parameters). The contractor shall statistically quantify the reasons for qualification or rejection of data. Typical factors to quantify the data may include surrogates, holding times, calibration, contamination, identification, internal standards, temperature/preservation, % moisture, volatile head space, matrix spike recovery, and duplicates audit.

**D: Deliverables:**

For all data review tasks, the contractor shall prepare and submit to the TOPO a report, detailing results of the data review.

When revisions or corrections are required, the TOPO will return the data package to the contractor with written instructions through a TDF, indicating the necessary revisions/corrections. The contractor shall make the necessary revisions/corrections and re-submit the data package to the TOPO.

### **TASK AREA III: ANALYTICAL LOGISTICAL SUPPORT**

The contractor shall provide analytical logistical support to field, analytical, quality assurance, and Regional Sample Control Center (RSCC) activities as specified in task orders. The contractor shall:

- Exchange information based on EPA written procedures, with CLP and Non-CLP users;
- Coordinate/facilitate tracking the flow of CLP and other analytical data/documents;
- Manage, track, and maintain sample and QA-related data, chain-of-custody documentation, sample log-in data, and task-related documents;
- Receive and track various sample analyses projections;
- Inventory the Complete Sample Delivery Group File (CSF). (This does not include contacting contract laboratories.);
- Maintain databases (input/output) related to analytical logistics, such as the EPA non-CLP analytical tracking database and the individual Regional LIMS;
- Track, package, and ship samples; return coolers;
- Track requests and analytical information on RAS performed by CLP and other external analytical sources;
- Receive and enter Regional laboratory information into a regional database system (e.g. LIMS) to support sample scheduling and tracking of internal analytical requests, laboratory assignments, sample shipments, and data review logistics;
- Notify field contractors of laboratory assignments;
- Generate and/or distribute chain-of-custody, traffic report forms, electronic field sheets and sample tags. This may include using EPA developed sample tracking software, (e.g., Forms II Lite);
- Distribute data packages to data validators;
- Acquire and track status of samples from receipt of request, sample analysis, data

validation and archiving of data. Track status of data packages to include due dates, lateness, data validation reports, missing sample data, PE samples and field QC samples.

- Archive/retrieve analytical and QA-related data. Prepare data packages, reports, and other documents for storage in accordance with EPA requirements and SOPs at EPA facilities which may include EPA acquired off-site facilities. Physically lift, move, and transport boxes of data and/or reports to EPA off-site facilities for data storage/archiving purposes as needed. Prepare boxes for archiving in accordance with regional SOPs.
- Receive and track data, documents, and responses from Regional CLP and non-CLP laboratories. Distribute Regional CLP and non-CLP laboratory data and related documents, electronically when possible.
- Provide computerized drafting support to field sampling and analysis investigations. Process and enter analytical data and its associated location information into a GIS or EMAP environmental system, necessary to display analytical data source maps and tables. Generate source maps using ARCINFO, AUTOCAD, or other commercially available software.

### **Deliverables and Schedule**

The contractor shall prepare and submit reports associated with the above list of tasks as per appropriate regional TO/SOPs. These reports shall include the following:

- Weekly reports indicating data packages processed and status
- Non-CLP tracking reports

## **TASK AREA IV: QA/QC SUPPORT**

### **A: Preparation and Review of Biological Assessments:**

The contractor shall prepare and/or review biological data and assessments, including ecological risk assessments, biodiversity assessments, and endangered species assessments. The contractor shall research and review applicable regulations, guidance documents, data calculations, species-specific reference toxicity values, literature, and database references, as well as statistical analysis of data. Site visits and meetings may be required to obtain the necessary information to complete the required review or assessment.

**B: Preparation and Review of QA Project Plans and Sampling and Analysis Plans:**

The contractor shall review QA project and/or sampling and analysis and other work plans, and related documents, and provide technical comments to EPA. The contractor shall prepare QA project and/or sampling and analysis plans for EPA, other governmental, and ESAT conducted projects only, but not for other contractor's projects.

The contractor shall select alternate study designs, develop hypothesis testing and uncertainty analysis, and perform data assessment from both a graphical and statistical standpoint. The statistical support shall include various techniques such as geostatistics, kriging and the design and analysis of spatial and temporal sampling, and modeling development from multivariates. The support must be consistent with how EPA is implementing their QA program from a data collection standpoint as referenced in the following documents: EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans; EPA QA/G-9: Guidance for the Data Quality Assessment: Practical Methods for Data Analysis; and EPA QA/G-4HW: Guidance for the Data Quality Objectives Process for Hazardous Waste Sites.

**C: Develop and/or Review Analytical Methodologies:**

The contractor shall provide technical support in the development and/or review of analytical methodologies, SOPs, and protocols, including technical specifications for new or non-CLP methods, and related QA activities. This shall require that the contractor perform research on specified topics, including search of literature in pertinent technical journals and publications, obtain information from the scientific communities, and access and download information on the Internet. The contractor shall provide a report of its research, addressing all specified issues and presenting comments regarding the applicable analytical methods.

**D: Review, Preparation, and Revision of Other Analytical and QA-Related Documents:**

The contractor shall provide technical support to EPA in the review, development, and/or revision of QA-related documents as specified in TOs. These documents may include SOPs, procedural documents, scopes of work, operating guidelines, analytical summaries and tables, functional guidelines, and data validation manuals. The contractor shall conduct scientific and technical review on EPA SOPs, manuscripts, data compilations, review articles, technical papers prepared for journal publication, and scientific/technical products.

**E: Other QA Support:**

The contractor shall provide the following other QA-related support:

1. Preparation and tracking of QC audit samples;
2. Evaluation of specialized computer systems to be utilized to perform or support task-related activities, such as loading existing analytical data into EPA supplied software and generating reports or conducting electronic data assessments/validation;
3. Development and assessment of specialized sampling procedures at hazardous waste sites, e.g. in cases where established procedures are inadequate for the prescribed/indicated analytical protocol; and
4. Review and assessment of field screening and fixed laboratory confirmational data and split sampling data to determine data comparability.

#### **F. Data Validation Review**

The contractor shall perform data review for the regional data validation oversight program. The TOPO will assign cases for review and specify the scope of review through TDFs. The contractor shall review the information in accordance with the SOPs and guidance referenced above to determine if the data validation report and accompanying documents are in accordance with the appropriate SOPs and guidance.

#### **G. Technical Support to EPA for laboratory/Field Review**

The contractor shall provide technical support to the EPA in the review of CLP, non-CLP, PRP, and state laboratory performance in the analysis of samples for EPA environmental programs and in the review of PRP, state, and field contractor performance of field sampling/analytical activities. This technical support may require the contractor to review and track applicable documents and electronic media to determine if laboratory and/or field activities have been performed in accordance with EPA-approved requirements and specifications. The contractor may be required to provide on-site technical support to EPA at designated laboratories or sites, if approved in advance by the CO.

#### **H. Deliverables:**

The contractor shall submit to the applicable TOPO and project officer (PO) documents prepared and a complete report of its review of documents and data performed under this Task Area, in the format specified. This may require the submission of electronic deliverables, data tables, notes of meetings and site visits, and research materials and/or references. The



contractor may be required to summarize document revisions. At times, multiple copies of documents/deliverables may be required. The contractor shall revise and resubmit documents in accordance with EPA requirements specified in TDFs. The contractor shall comply with the requirements of the clause, SPECIAL REPORTING REQUIREMENT: REGULATORY ASSISTANCE, when preparing deliverables for this task.

## **TASK AREA V: OTHER TASK-RELATED ACTIVITIES**

The contractor shall perform the following activities which are necessary to support EPA QA and analytical-related programs, consistent with this contract SOW:

### **A. Attendance at Specialized Technical Training:**

The contractor shall attend EPA-specific training required to perform work under this contract SOW. This may include training in EPA-specific computer systems and software, LIMS and regional LAN systems and EPA-specific SOPs, protocols, and methodologies.

Contractor employees may be required to obtain EPA certification of proficiency prior to performing any work, for which EPA deems that such certification is necessary.

### **B. QA and Analytical Training:**

The contractor shall provide training to EPA, states, other governmental agencies, and their contractors in clearly defined, task-related areas, such as training in data review protocols, electronic data validation procedures, and QA guidance and processes. The contractor shall develop and prepare training materials for the approval by the TOPO, PO, or QA officer.

The contractor shall provide training to EPA personnel only for the purpose of transferring knowledge of a specific analytical or QA technique or technology obtained in the performance of work under this contract.

### **C. Attendance at Conferences and Meetings:**

The contractor shall attend conferences or meetings in order to support specific tasks included in the SOW. This shall include activities such as attendance at a conference to give a technical presentation and attendance at meetings to obtain information necessary to perform tasks included in the SOW or to present information obtained in performing a task-related function.

### **D. Implementation of Team Quality Assurance Program:**

The contractor shall implement a quality assurance program in accordance with its Quality

Management Plan (QMP) and TO-specific Quality Assurance Project Plans (QAPPs) for each Region served by the contractor. The contractor shall submit a QMP to the PO, for review and approval by the PO and the Quality Assurance Manager. The QMP shall describe the contractor's organizational quality management policies, processes, roles and responsibilities, and be developed according to "EPA Requirements for Quality Management Plans" (EPA QA/R2). For TOs which involve the generation of environmental data, the contractor shall submit to the PO a QAPP as required by the TO. The QAPP shall be developed according to "EPA Requirements for Quality Assurance Project Plans" (EPA QA/R-5). The contractor shall incorporate in the QMP and QAPP any changes required for EPA approval. The contractor shall annually review and if necessary update the QMP to reflect any changes and provide a copy to the PO for approval. EPA quality assurance guidance documents are located at [http://es.epa.gov/ncercqa/qa/qa\\_docs.html](http://es.epa.gov/ncercqa/qa/qa_docs.html).

#### 4. GENERAL REQUIREMENTS

EPA Regions are defined in the attachment entitled "EPA Regions".

The contractor shall comply with all EPA policies and Standard Operating Procedures (SOPs) including adherence to Regional Quality Management Plans (RQMPs), QA/QC Project Plans (QAPPs), Sampling and Analysis plans (SAPs), chain-of-custody requirements, laboratory SOPs, data validation requirements, environmental compliance and health and safety requirements. The contractor shall comply with EPA Order 5360.1 CHG 1, and all future revisions, *Policy and Program Requirements for the Mandatory Agency-wide Quality System*, which provides requirements for the conduct of quality management practices, including quality assurance (QA) and quality control (QC), for all environmental data collection and environmental technology programs performed by or for EPA.

The contractor shall develop SOPs to ensure that all information is handled in a confidential manner. These SOPs shall be provided for EPA review, comment, and approval. All SOPs developed under this contract become property of the Agency. All SOPs required in the performance of this contract shall be approved by the Contracting Officer.

The contractor is ultimately responsible for complying with all Federal, state, and local governmental work rules and regulations.

The contractor may be required to transmit and receive certain information from various EPA programs and contractor organizations, such as: the Contract Laboratory Analytical Services Support (CLASS); Sample Management Office (SMO); the Quality Assurance Technical Support (QATS); the organizations providing sample and data management; and quality assurance support to the Analytical Operation/Data Quality Center (AOC) and Contract Management Center (CMC); and Regional field sampling/analytical contractors. Contractor interaction with these activities will be determined by the Project Officer (PO) or Contracting Officer (CO) in Task orders. Such interaction is for the purpose of communicating information only and does not include providing direction to or receiving direction from other EPA offices or contractors.

Computer and computerized word processing systems provided by and used by the contractor in performance of this contract shall be compatible with EPA systems. Electronic deliverables shall be in a format compatible with the formats in place at the EPA region requesting the deliverable.

**ESAT ACRONYMS**

AA - Atomic Absorption  
AOC - Analytical Operations/Data Quality Center  
CLASS - Contract Laboratory Analytical Services Support  
CLP - Contract Laboratory Program  
CMC - Contract Management Center  
CO - Contracting Officer  
CSF - Complete Sample Delivery Group File  
DNAPL - Dense Non-Aqueous Phase Liquids  
DQO - Data Quality Objectives  
EPA - U.S. Environmental Protection Agency  
ESAT - Environmental Services Assistance Team  
FASP - Field Analytical Support Program  
GFAA - Graphite Furnace Atomic Absorption  
GPS - Global Positioning Systems  
HPLC - High Pressure Liquid Chromatography  
ICP/AES - Inductively Coupled Plasma - Atomic Emission Spectrometry  
ICP/MS - Inductively Coupled Plasma - Mass Spectrometry  
GC - Gas Chromatography  
GC/HRMS - Gas Chromatography/High Resolution Mass Spectrometry  
GC/MS - Gas Chromatography/Mass Spectrometry  
LIMS - Laboratory Information Management System  
NAPL - Non-Aqueous Phase Liquids  
OERR - Office of Emergency and Remedial Response  
PE - Performance Evaluation  
PO - Project Officer  
PRP - Potentially Responsible Party  
QA - Quality Assurance  
QAPP - Quality Assurance Project Plans  
QA/QC - Quality Assurance/Quality Control  
QATS - Quality Assurance Technical Support  
QMP - Quality Management Plan  
RAS - Routine Analytical Services  
RQMP - Regional Quality Management Plans  
RSCC - Regional Sample Control Center  
SAP - Sampling and Analysis Plans  
SAS - Special Analytical Services  
SIM - Selected Ion Monitoring  
SMO - Sample Management Office  
SOP - Standard Operating Procedure  
TDF - Technical Direction Form

TO - Task Order